

New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$46,306 PER YEAR

MANAGEMENT DEVELOPMENT SPECIALIST II (CLASS CODE 0364)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Performs specialized and complex administrative assignments in one or more areas of municipal government administration involving management studies, surveys and projects in reviewing methods, procedures, policies and organizational structures and functions; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Management Development Specialist II (Promotional)

- A Bachelor's Degree from an accredited college or university.
 Official college transcript or original college diploma must be presented at the time of application.
- 2. Permanent status with the City of New Orleans **and** two (2) years of related professional administrative experience with the City of New Orleans as a Management Development Specialist I.

AND

Successful completion of the following courses offered by the Department of Civil Service Employee Growth and Development Division:

Professional/Administrative Speaking & Presentation	(PAT	1120)
Professional/Administrative Writing	(PAT	1130)
Professional/Administrative Math & Statistics	(PAT	1420)
Professional/Administrative Supervision	(PAT	1610)
Managing conflicts & Human Relations	(PAT	1690)
Creative Problem solving & Decision Making	(PAT	1870)
Productive Meetings	(PAT	1871)

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

<u>Note:</u> The Civil Service Department reserves the right to determine whether experience qualifies as professional administrative experience.

<u>Note:</u> Departmental certification may be granted at the request of the appointing authority.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is a promotional examination limited to permanent employees of the City of New Orleans only.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 or 1-800-981-6652.

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